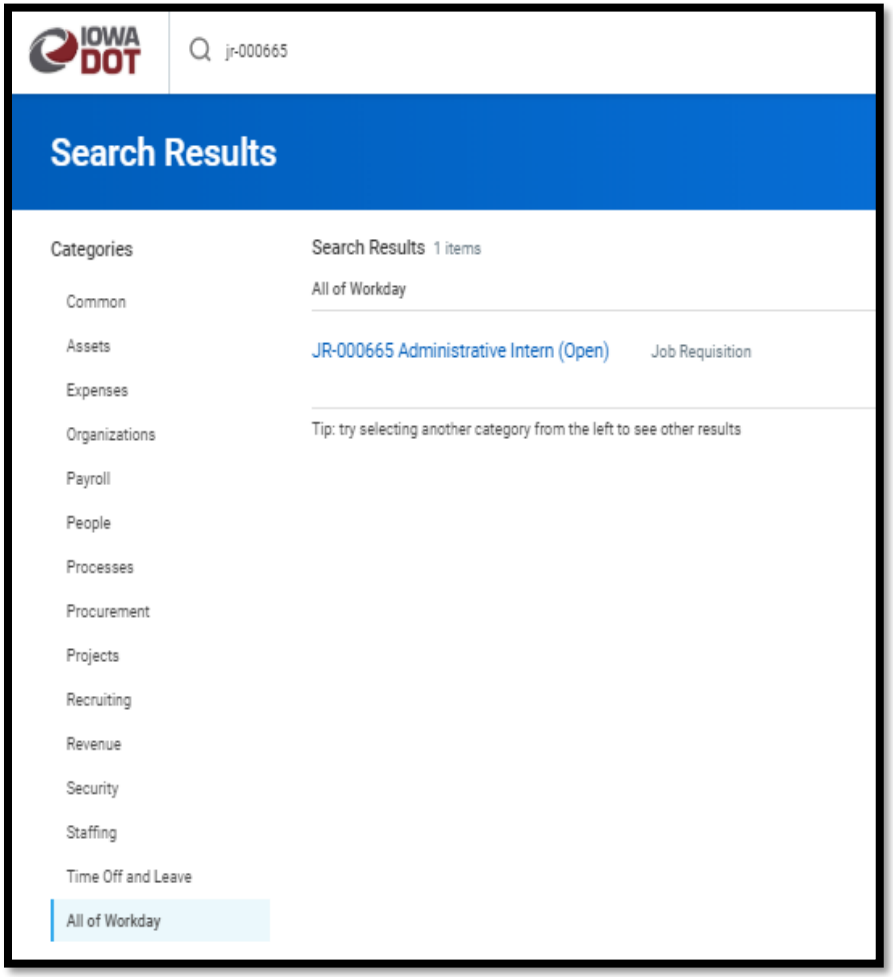
EDIT JOB REQUISITION

EDIT JOB REQUISITION – **INITIATE THE HDJ PROCESS**

1. When you are ready to initiate the HDJ process, you can find your requisition three ways. From the **Search Bar:**
   - **a.** Type the **Requisition Number (i.e., JR-000665)** that is tied to the position. You may need to click **All of Workday** to have the job requisition show up when searching.
   - **b.** Type **View All Positions RPT802,** select report, fill in **Position Status,** and then find position.
   - **c.** Type **My Open Job Requisitions,** click **OK,** and then find position.



Your screens and processes may vary somewhat from this document.
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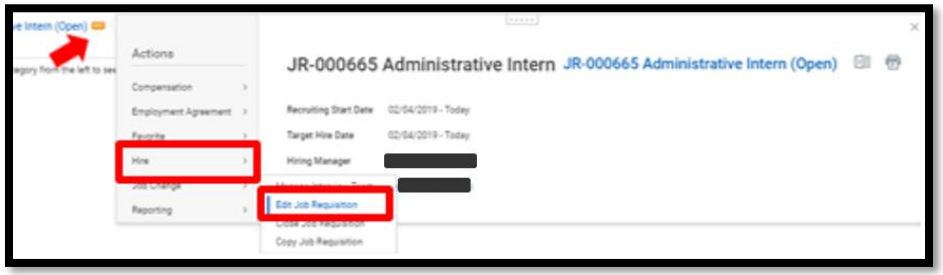
Step 2 Hiring: Hire an Employee

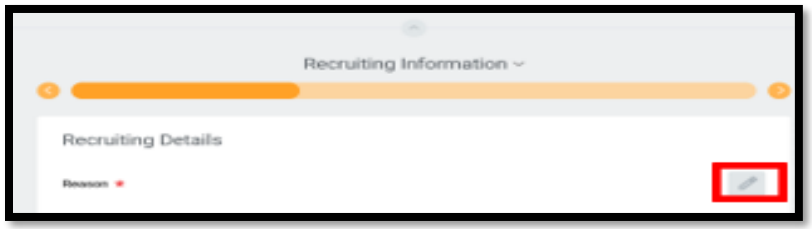
- Admin Intern, TS Coop, & Temp

Manager

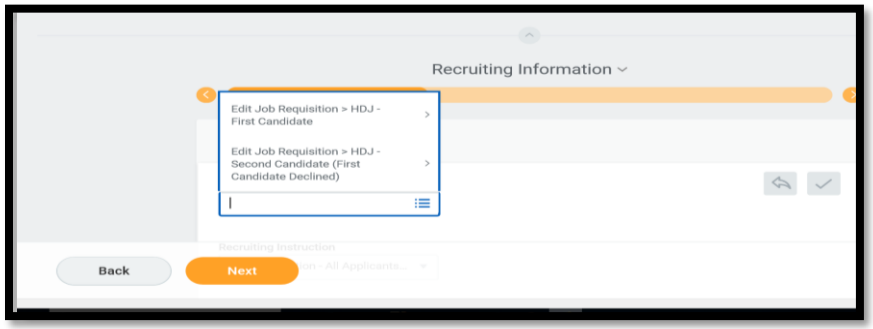
2. After you find the job requisition, click the **Related Actions** button for the **Position** and then click **Job Change > Edit Job Requisition.**



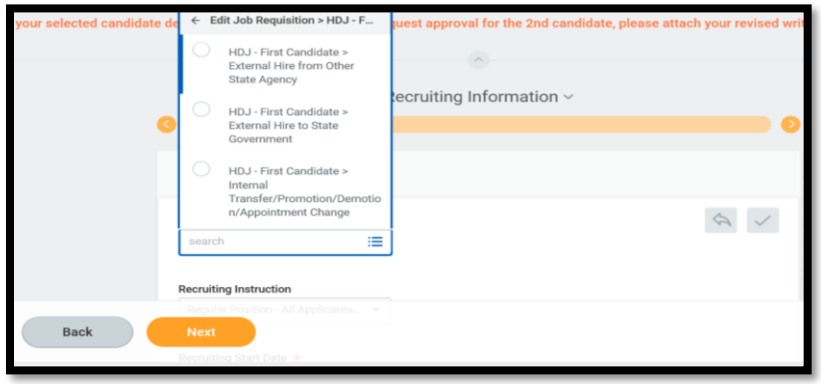
3. On **Recruiting Information** screen, click to edit **Reason**.



4. Click on in the **Reason** field, then select the type of candidate from the list below.



5. Continue to select the type of candidate from the list below.



6. Click **Next** to the **Job Details** screen. Leave as is.
7. Click **Next** to go to **Organizations** screen**.** Leave as is.
8. Click **Next** to go to **Attachments**.
9. Click **Add** to attach documents listed below. You can add a zip file. Please name each document accordingly before attaching.

To request approval for your selected candidate, please attach the following:

- PDQ for the position (already attached with the HJ process)
- Candidate List
- Pre-screening Tool and Scoring Criteria
- Pre-screening Results (excel spreadsheet)
- Interview Questions and Scoring Criteria
- Interview Results (excel spreadsheet)
- Written narrative (HDJ Template Tool)
- Reference Checks

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10. Review and verify all information on the consolidated summary page is correct.

Note: If you want you can print this summary by clicking in the upper right corner on the print icon.

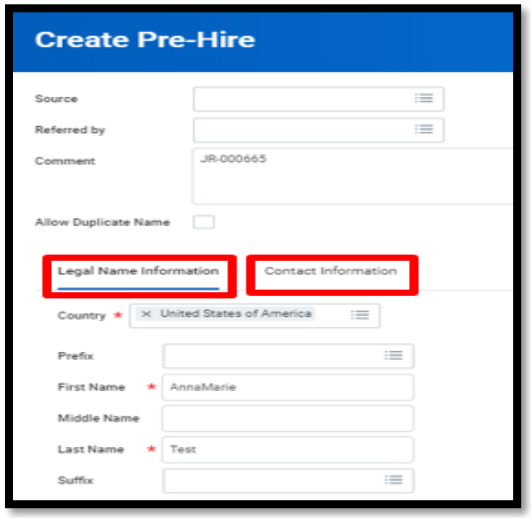
11. In **Comments** section of the summary page, add the name of the top candidate.
12. Click **Submit.**
13. The HDJ will be routed for approval up through the appropriate levels and the EEO/AA Partner in OES before being routed back to you.
14. When routed back to the manager, you may get an inbox item with the post-offer screening instructions with a link that includes information (conditional offer letter, post-offer pre-employment physical exam and pre-employment drug testing) for this hire. **Please print any documents needed and follow instructions.**

Here is the link that includes information for this full-time hire:

15. Otherwise - Manager will get inbox item **Make Offer** > Review Instructions and click **Submit** > Click **To Do** to be taken to your next inbox item – **Acknowledge Acceptance of Offer.**
16. Click **Submit**.
17. Make sure to code all applicants in NeoGov after offer has been accepted.
18. Click **To Do**

for create pre-hire.
19. Read instructions, write down **JR Number** and click **Create Pre-Hire**

.
20. Add **JR Number** in comments. Include **First and Last Name** in Legal Name tab. Then go to the Contact Information tab and enter **email address** and if the email is either Work or Home and **personal phone number** and the type.



21. After you entered information in for the Pre-hire, click **OK**.
22. You will see a summary of the **Pre-Hire** information just entered on the previous screen.
23. Click **Done.**
24. You will be taken back to your inbox item **Create Pre-Hire**. Click **Submit** at the bottom to move onto the next step.
25. Read instructions and click **Hire Employee**

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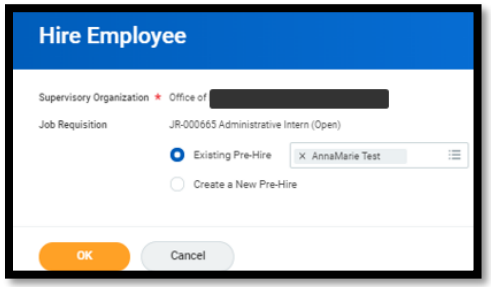
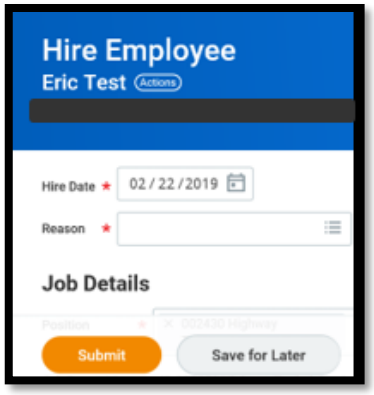
26. Choose **Existing Pre-Hire** and enter name of employee you just entered in the previous **Pre-Hire** step.



27. Click **OK**.

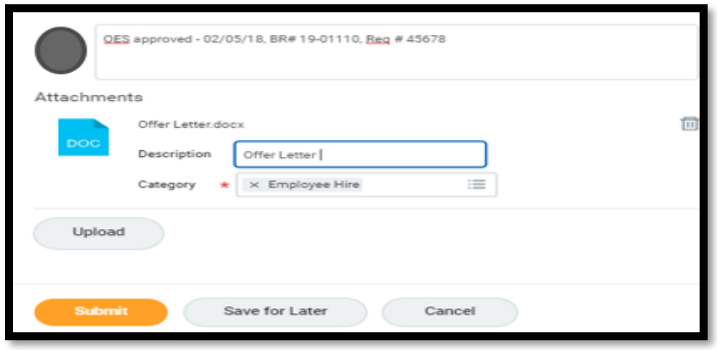


28. Enter actual **Hire Date** and click on ☰ in the **Reason** field, then select **Hire Employee** and choose hire type from list.

29. Remove the date for **Continuous Service Date**.

30. **Attach** Offer Letter and M40 (if applicable). These should be PDF documents, not word documents.

31. Manager or OESS needs to add the following in the comment section: **HJ Approval Date** (OES Approval date), **NeoGov #, DOT Req#.**

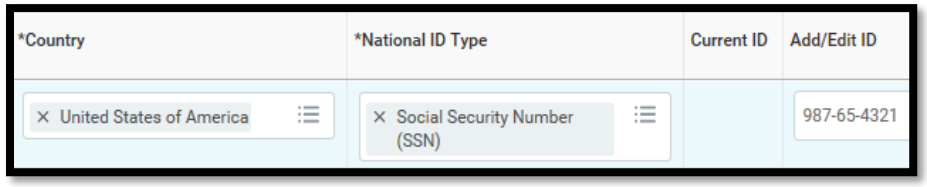


32. Click **Submit**.

33. Click **Open** to be taken to your next step – **Edit Government IDs.**

34. Please read instructions in **red/orange** on the **Edit Government IDs** screen.

35. When you are ready click ⊕ under **National IDs** and complete the **Country, National ID, Add/Edit ID** fields.



36. Click **Approve**.

37. Click **Open** to be taken to your next step – **Propose Compensation Hire**.

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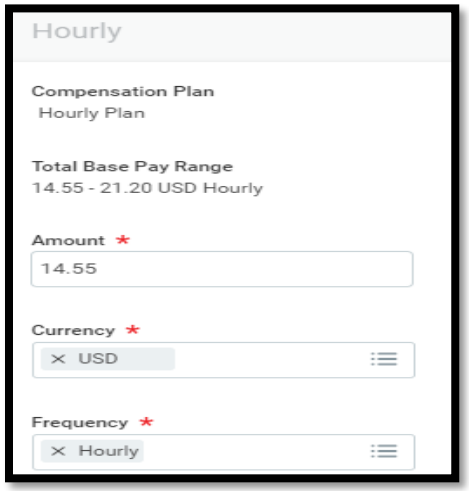
38. Scroll towards the bottom of the page and click **Add** under **Hourly** wage for employee. When you click it will show you Total Base Pay Range to help you with adding this information.

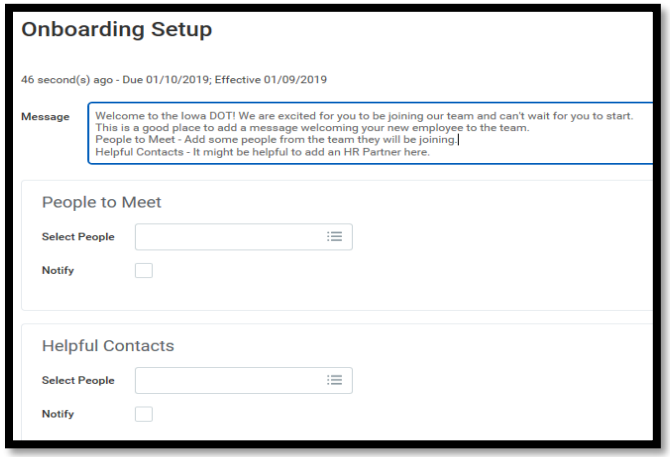


39. Click **Submit.**

40. This will now route to an HR Partner, 2nd level HR Partner, DAS, and IT before being routed back to Manager.

41. When routed back to manager, they will get an inbox item – **Onboarding Setup for Hire.**

42. Type a welcome message in the **Message** box. You may want to add people from the employee's team to **People to Meet** box and list the HR Partner in the **Helpful Contacts** box. (see picture below for some helpful tips).



43. Click **Submit.**

44. This will now be routed to an HR Partner. Once HR Partner approves, then the system will send email to employee with message and onboarding instructions.

45. The new hire will receive the email with instructions on how to access Workday and begin entering their personal information to get ready for their first day.

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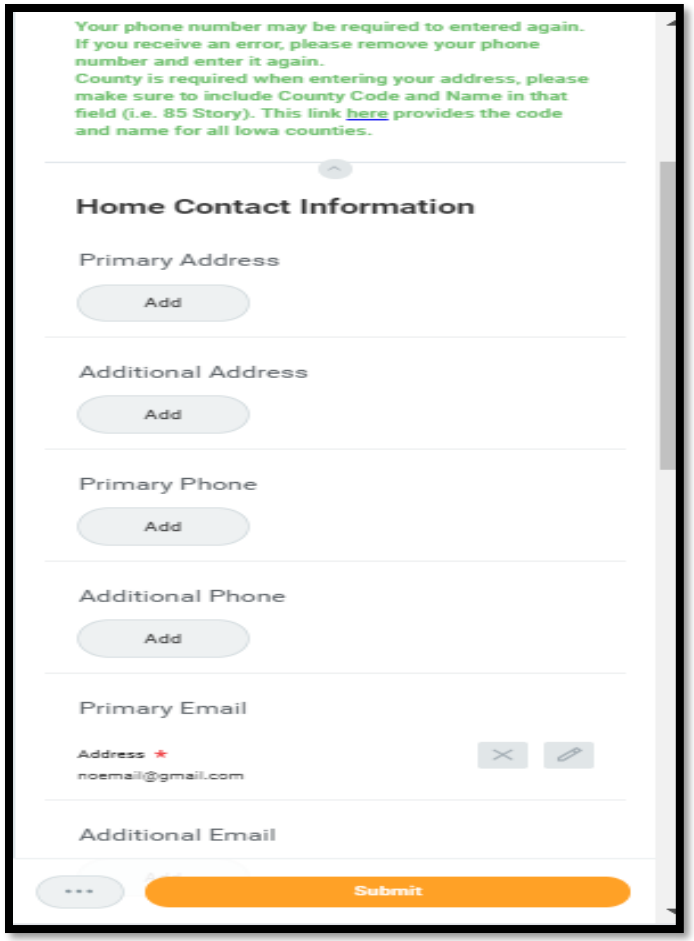
46. The will see the steps below: Enter Contact Information will have to be done first, but the other can be done in any order up to the Federal W4.

a. **Enter Contact Information**: Address & Phone number.



b. **Enter Personal Information:** Gender, Date of Birth, Race/ Ethnicity, Citizen status (If they do not enter the last 2, then it will give the manager a to do for visual and enter information).

c. **Veteran Status Identification**.

d. **Emergency Contact Information**: Legal Name, Relationship, phone (landline, mobile, fax) or email (work or home).

e. **Payment Options**: Bank Name, Routing number (will get error if not correct), Account number.

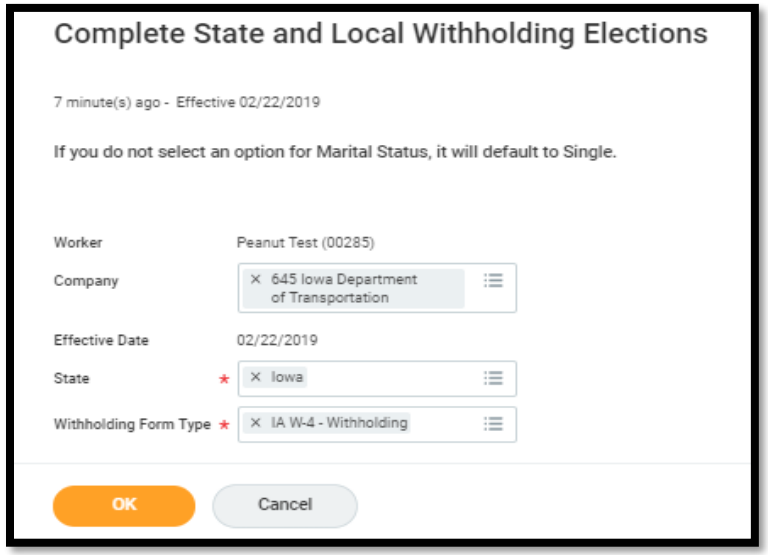
- **i.** Review and **submit**.

f. **Review Documents**: State of Iowa Employee Handbook, Medical Emergency Fillable Form, Work Rules.

- **i.** They must check "I Agree" on each one.

g. **State and Local Withholding Elections**

- **i.** Will get message below first.



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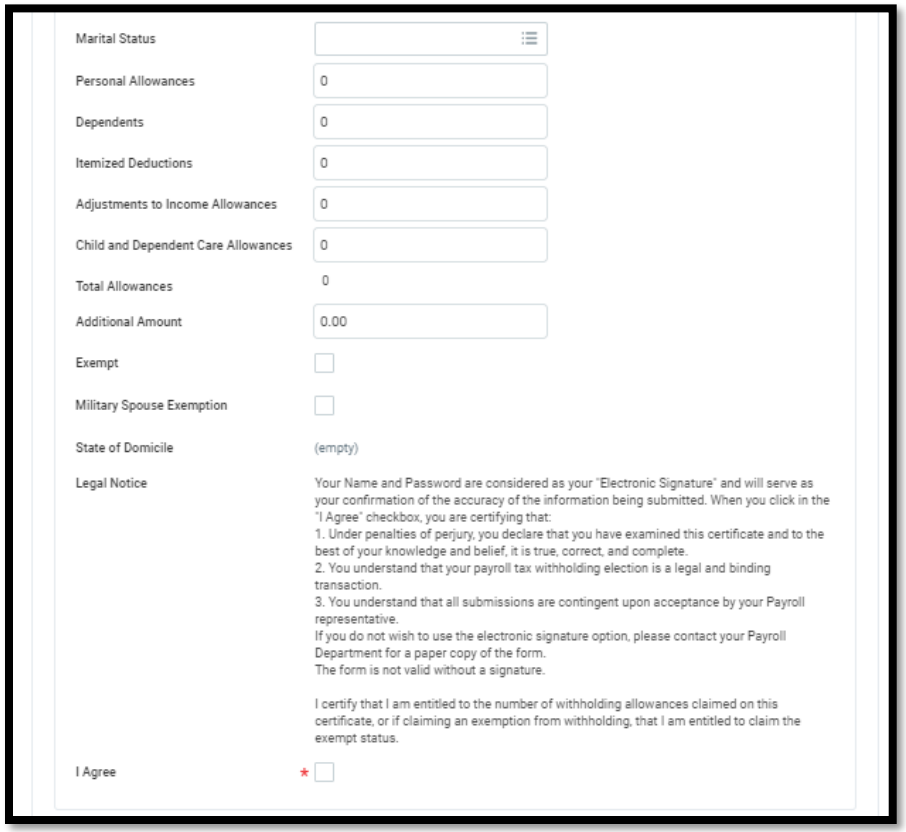
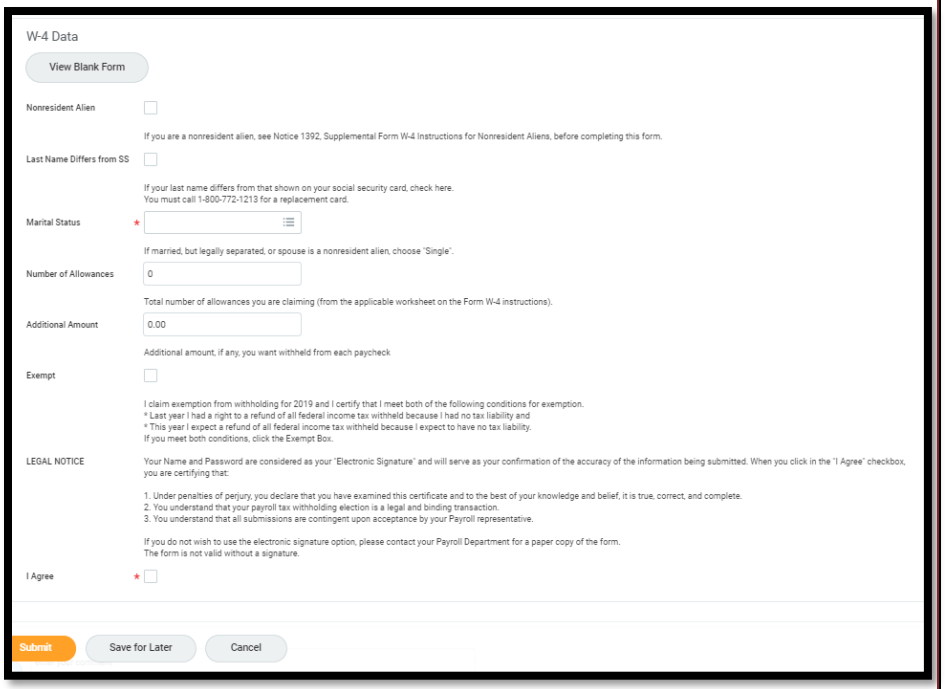
ii. Then the new hire will see below.



iii. If they claim exempt or 22 or more, then it will route to payroll.

h. Once they refresh their screen, then they will get the **Federal Withholding Elections**.

i. They must enter Marital status for Federal.



ii. If they claim exempt, then it will route to payroll.

i. To Do: **Complete I-9.**

i. Review their information, state citizen status.

ii. I agree box.

iii. I did not use a preparer or translator, or a preparer and/or translator assisted the employee in completing section 1.

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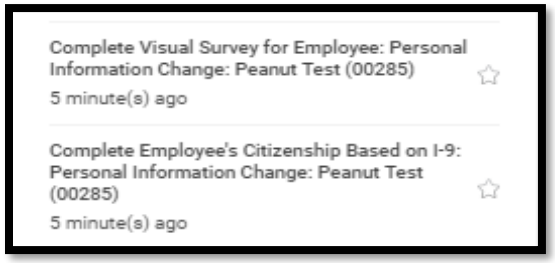
47. After HR has completed their steps the manager will receive an inbox item **Other Onboarding Procedures,** this is a list of things to have ready for the employee's first day.
48. Read instructions and click **Submit.**
49. As the new hire completes their Onboarding steps in Workday, the manager will receive an inbox item to **Complete I-9 Form**.
    a. The Manager will need to review physical documents from the employee before completed.
    b. Then select the documents from the applicable list(s) on the I-9 Form and fill in the information needed for each document.
50. Once the manager has completed it, then it will go to HR Partner.
51. The supervisor may get the inbox items below if the employee did not answer them in onboarding.



52. Follow to do for each > **Edit Personal Information** > search employee's name.

53. Follow instructions for each and click **Submit** when finished. This will go to HR Partner to approve.
54. The manager will also get an inbox item **– Update Emergency Contact Envelope.**
55. You have officially hired a new employee!

Note: If you have any questions, then please reach out to your HR Partner in OES.

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